



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
DEPARTMENT OF PROPERTY & PROCUREMENT

#3274 ESTATE RICHMOND, CHRISTIANSTED, ST. CROIX, U.S. VIRGIN ISLANDS 00820-4241

BUILDING # 1 SUB BASE, ST. THOMAS, U.S. VIRGIN ISLANDS 00802

www.pnpvi.org



ADVERTISEMENT FOR BIDS

DATE: September 24, 2012

Request for Proposal: **RFP-0050-2012(P)**:

Pursuant to Chapter 23, Title 31, Virgin Islands Code, the Government of the Virgin Islands, Department of Finance is requesting Proposals from Qualified firm or individual(s) to provide an actuarial analysis of the Worker's Compensation Program for the Government of the Virgin Islands (GVI) at the end of each fiscal year.

Bids will be received by the Department of Property and Procurement, Division of Procurement (address):

Building #1
Third Floor, Room 316
Subbase, St. Thomas, Virgin Islands 00802

Until **4:00 p.m.** Atlantic Standard Time **Tuesday, October 16, 2012.**

Documents may be obtained from Department of Property & Procurement at the above address or at www.pnpvi.org. For more information please contact Mr. Sal Griffith at (340)774-0828 ext. 230.


Lynn A. Millin Maduro
Commissioner

OFFICE OF THE COMMISSIONER STX	DIVISION OF FISCAL & PERSONNEL STX	DIVISION OF PROCUREMENT STX	DIVISION OF PRINTING STT	DIVISION OF PROPERTY STX	DIVISION OF TRANSPORTATION STX	DIVISION OF CENTRAL STORES STX
TEL: (340) 773-1561 FAX: (340) 773-0986	TEL: (340) 773-1561 FAX: (340) 773-0986	TEL: (340) 773-1561 FAX: (340) 719-4451	TEL: (340) 774-0828 FAX: (340) 714-1575	TEL: (340) 773-1561 FAX: (340) 773-0986	TEL: (340) 773-1561 FAX: (340) 719-4451	TEL: (340) 692-5720 FAX: (340) 692-2564
STT	STT	STT		STT	STT	STT
TEL: (340) 774-0828 FAX: (340) 777-9587	TEL: (340) 774-0828 FAX: (340) 777-8443	TEL: (340) 774-0828 FAX: (340) 774-9704		TEL: (340) 774-0828 FAX: (340) 777-8362	TEL: (340) 774-0388 FAX: (340) 774-1163	TEL: (340) 774-9054 FAX: (340) 774 9333

GOVERNMENT OF
THE VIRGIN ISLANDS OF THE UNITED STATES

**Request for Proposal – Negotiation
Professional Services**

To:

Date: September 24, 2012

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RFP No. 0050-2012(P)

Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received until **Tuesday, October 16, 2012 @ 4:00 p.m. o'clock.**

DESCRIPTION OF WORK AND PROJECT:

The Government of the Virgin Islands, Department of Finance is requesting Proposals from Qualified firm or individual(s) to provide an actuarial analysis of the Worker's Compensation Program for the Government of the Virgin Islands (GVI) at the end of each fiscal year.

SCOPE OF SERVICES: ATTACHED

NEGOTIATED PROCEDURES:

The Commissioner of the Department of Property and Procurement will appoint Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the firm/s or person/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required**. Discussions will be conducted successively and severally with the firms or persons so selected the anticipated concepts and the relative utility alternative methods of approach for furnishing the services hereunder.

FACTORS FOR DISCUSSIONS

Selection criteria will include (i) Professional qualification, registration and general reputation of the principals of the firm or person; (ii) the extent to which the firm or person specializes in or has designed projects of a type and scope similar to the hereunder; (iii) familiarity with the area in which the project is to be located; (iv) capability of meeting design schedules; and (v) quality of performance on other projects.

NEGOTIATION:

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated**. The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such firm or person.

Should the Commissioner be unable to negotiate a satisfactory contract with the firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that firm will be formally terminated. Negotiations will then be commenced with the second most qualified, the third most qualified or additional firms, in order of preference and their competence and qualification, and shall continue until an agreement is reached.

Lynn A. Millin Maduro
Commissioner of Property and Procurement

INSTRUCTION TO PROPOSERS:

A. NOTICE

RFP-0050-2012(P) Qualified firm or individual(s) to provide an actuarial analysis of the Worker's Compensation Program for the Government of the Virgin Islands (GVI) at the end of each fiscal year.

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work with care, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI. Price shall not be the sole criterion of awarding this project. Scope and quality of work proposed and the ability of the bidder to complete this type of project shall also be considered.

Applicants are requested to submit proposals on the basis of the scope of work. Alternative proposals recommending new features and technology other than that requested in the scope of work will receive consideration providing such new features and/or technology is clearly explained. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate, but is not be to consider in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Commissioner of Property and Procurement Lynn A. Millin Maduro**, at lynn.millinmduro@dpp.vi.gov. All requests will be forwarded to the Honorable Angel Dawson, Commissioner, Department of Finance for review.

B. STATEMENT OF PURPOSE

RFP-0050-2012(P) Qualified firm(s) or individual to provide an actuarial analysis of the Worker's Compensation Program for the Government of the Virgin Islands (GVI) at the end of each fiscal year.

C. PROPOSED SCOPE OF WORK

See Attached Scope of Work

D. TIMETABLE

1. Last day for request or written clarifications will be **Tuesday, October 10, 2012 @ 4:00 p.m.**
2. Proposals will be accepted at the Department of Property & Procurement, no later than **Tuesday, October 16, 2012 @ 4:00 p.m.**

E. SUBMISSION OF PROPOSAL

All interested parties shall submit **seven (7)** sets of proposals, which are to be delivered to the Department of Property and Procurement during normal business hours, no later than **Tuesday, October 16, 2012 @ 4:00 p.m.**

They shall be addressed to:

Lynn A. Millin Maduro
Commissioner
Department of Property & Procurement
Building #1 Subbase, 3rd Floor
St. Thomas, Virgin Islands 00802

The sealed envelope containing the proposal must have the following information written on the outside of the envelope:

SEALED PROPOSALS-DO NOT OPEN

RFP-0050-2012(P)

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Property & Procurement before the date and time set for the closing of acceptance of proposals.

F. WITHDRAWALS OF PROPOSAL

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw or cancel or modify his proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI.

G. INTERPRETATION OF SPECIFICATIONS

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Commissioner of Property and Procurement Lynn A. Millin Maduro**. GVI will not respond to questions received after the above established date. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the scope of work will be made in writing to all prospective providers. Oral explanations will not be binding.

H. CONSIDERATION OF PROPOSAL

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

I. ACCEPTANCE OF PROPOSALS

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the vendor's proposal may be grounds for disqualification.

J. CONTENTS OF PROPOSAL

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined, will disqualify the applicant.

1. Introductory letter about the applicant:
 - a. Name, address, fax and telephone numbers.
 - b. Type of service for which individual/firm is qualified.
2. Organization:
 - a. Names/addresses of Principals of Firm.
 - b. Names of key personnel with experience of each and length of time in organization.
 - c. Number of staff available for assignment. (Local & Off-Territory)
 - d. Copy of Articles of Incorporation
 - e. Copy of Certificate of Resolution
 - f. Copy of valid Business License
 - g. Copy of Certificate of Good Standing
3. Outside consultants that will be retained for this project and percentage of work to be sub-contracted.
4. Project experience:
 - a. List of completed projects of similar type and estimated cost of each.
 - b. Current projects underway; scope; percentage completed to date and estimated cost of each.
5. Project References: (including a notarized written consent from the authorized representative which must include: name; telephone number; email address and facsimile number).
6. Project Approach:
 - a. Describe how you will approach this project and availability to perform the services requested.
7. **Cost:** The Cost Proposal must be submitted in a separate sealed envelope.

K. CONFLICT OF INTEREST

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

L. LICENSE REQUIREMENT

An award will not be made to any firm or individual doing business in the Virgin Islands to perform work with the Government of the Virgin Islands until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Bidders must submit hard copy of a valid V.I. business license within ten (10) working days after award.

All Bidders bidding as Joint Ventures must be licensed as a Joint Venture in the Virgin Islands.

M. REQUIRED DOCUMENTS

1. **PUBLIC LIABILITY:** The successful bidder will be required to obtain and have in place public liability insurance and other insurance necessary as requested in this proposal package. Insurance policy (ies) shall name the Government of the Virgin Islands as "**Additional Insured**". The public liability insurance shall have a minimum limit of not less than **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for death or personal injury and **one hundred thousand (\$100,000.00) dollars** for anyone occurrence for property damage. Bidder must provide public liability insurance within ten (10) working days after award.
2. **WORKERS' COMPENSATION:** Within ten (10) working days after award of project the successful bidder must submit a copy of their certificate providing that his firm and his agents are covered by Workers' Compensation Employee's Liability.
3. **FAILURE TO PROVIDE THE CERTIFICATES WITHIN THE STATED TIME PERIOD MAY RESULT IN THE PROPOSAL DEEMED NON-RESPONSIVE AND MAY BE IMMEDIATELY DISQUALIFIED WITH NO FURTHER CONSIDERATION GIVEN FOR POTENTIAL AWARDING OF THE CONTRACT.**

STATEMENT OF WORK (SOW)

- Develop an estimated unpaid loss liability as of September 30, 2012 for accidents occurring on or before September 30, 2012, using data and other ancillary information from GVI cover the period from October 1, 2011 to September 30, 2012;
- Classify the estimated unpaid loss liability as of September 30, 2012 by district (i.e., St. Croix and St. Thomas/St. John);
- Provide estimated unpaid loss liability on a nominal basis without consideration of the time value of money (i.e., undiscounted);
- Present actuarial estimates that are consistent with applicable actuarial standards of practice, which, at a minimum, should be defined as the expected value over the range of reasonably possible (as opposed to all conceivable) outcomes;

- Utilize the following generally accepted actuarial methods to project ultimate losses by accident period:
 - a) Paid Development method
 - b) Incremental Paid Development method
 - c) Average Future Transaction method
 - d) Frequency and Developed Severity method
 - e) Frequency and Fitted Severity method
 - f) Loss Ratio method
 - g) Paid Bornhuetter-Ferguson method (using the Loss Ratio method for initial estimated ultimate losses); and
 - h) Paid Bornhuetter-Ferguson method (using the Frequency and Fitted Severity method for initial estimated ultimate losses).

Additionally, the following background information must be provided to prospective bidders:

Employees in the U.S. Virgin Islands (GVI) are covered under a state-run workers compensation program. The program provides lost wages and death benefits and covered medical costs for injuries related to the workplace. Employers are responsible for premium payment. Premiums are based on rates per \$100 of payroll, with an adjustment for the historical loss of the employer. Applicable payroll is capped at \$8,424 per employee. Rates vary by employee class code. The program is administered by the Division of Workers Compensation within GVI's Department of Labor.